

FIRE PREVENTION PRACTICE #1.15

April 3, 2007

TO: All Fire Inspection Division Staff

FROM: Fire Marshal Steven Zaccard

SUBJECT: Inspector's Use of City Cars

"THIS PRACTICE IS TO SERVE AS A PROCEDURAL GUIDE FOR YOU TO FOLLOW. EXCEPTIONS TO THIS PRACTICE SHALL BE APPROVED BY THE FIRE MARSHAL THROUGH YOUR SUPERVISOR."

The Department of Safety and Inspections (DSI) is providing city cars for Fire Inspectors as they are available. Transfers from the Code Enforcement Division are keeping their previously-assigned city cars. Others will be available on a seniority basis.

Following are the guidelines for the use of city cars by fire inspectors:

1. Use of city cars will be OPTIONAL. That is to say that each inspector may elect to continue using their personal vehicle for city business on the Type 2 city mileage plan. Either will be on a continuous basis.
2. Inspectors who have city cars AND LIVE WITHIN THE CITY OF SAINT PAUL may use the city car to commute to-and-from home and work. The city car cannot be used for any personal business. Inspectors who choose to take the city car home must pay the appropriate income taxes for such a benefit.
3. Inspectors cannot use city cars for any personal business, or leave the city with the city car without prior approval.

Procedures for fueling and maintenance of city cars will be explained to you when you are issued the car. If you have any questions, please email them to me. Thank you.